

## **DISTRICT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs have the authority to work independently and have their work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on an assigned shift, including conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, conducting training in safety, and taking appropriate action to correct or improve problem areas. Keeps informed on modern fire fighting methods and administrative practices. Participates in conferences, conventions, and other educational meetings as required.

Responds to all alarms or emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures at the scene of a fire or emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules. Oversees and evaluates the work performance of subordinates by reviewing reports and discussing work performance with subordinates.

Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by counseling employees and recommending disciplinary action to the appointing authority.

Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Secures the fire scene and collects and labels evidence of suspected arson. Assists arson investigation personnel in the investigation of arson fires.

Makes recommendations concerning what information should be included in all records of the department and in what form this information should be kept. Supervises the preparation and maintenance of all department records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes any forms and records required, including payroll records, and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Maintains inventory of supplies and equipment by making purchases keeping within the established budget and distributing supplies and equipment to department personnel as required. Arranges for needed repairs and maintenance, and inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished.

Informs the public about the work of the fire department by means of tours, talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Acts as department representative to the news media.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the state of Louisiana.

Must have a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this

class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least two (2) years immediately preceding closing date for application to the board.

